

Government Buildings

Last Updated Wednesday, 24 August 2011 14:38

325 SE Paradise Street

Pullman, WA 99163

(509) 338-3229

Duane Hahn

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Building Maintenance Supervisor

[e-mail](#)

Tom Webber

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Building Maintenance Worker

[e-mail](#)

Jennifer Hutton

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Custodian

Jeff Jones

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Custodian

Bobby Daigle

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Custodian

Bethany Johnson

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Public Works Administrative Assistant

[e-mail](#)

The Government Buildings Division of Public Works is responsible for the care, upkeep, and maintenance of the majority of buildings the City of Pullman own. The buildings include City hall, the Police Station, the two Fire Stations, the Fire Tower, the Neill Public Library, Pioneer Center (which is part of Parks and Recreation), Wastewater Treatment Office, the Aquatic Center, Animal Control, and the Public Works' buildings. The Division has two custodians, one maintenance worker and the maintenance supervisor. The services that they provide cover a wide variety of duties from custodial to maintenance.

The custodians do the majority of cleaning tasks needed to keep the buildings neat and sanitary as well as stocking the various paper supplies. The maintenance workers build or repair all sorts of things from HVAC systems to plumbing, electrical and carpentry.

Due to the age of most of the buildings, there is usually a lot of repair and maintenance work to be done to keep them in good running order. The maintenance workers also are the contact person for outside contractors who will do more specialized services to the city buildings (for example: doing a computerized heating control system for City Hall or replacing worn-out carpeting in various buildings). An essential responsibility for the main contact is obtaining bids and assisting the contractors when needed after the bid is awarded.

Any outside contractor who is hired by the City to perform work for the City must complete the required Labor and Industry forms. When the contract work is over \$2,500, a Statement of Intent to Pay Prevailing Wages and Affidavit of Wages Paid is required to be completed. This form requires a \$25.00 filing fee and should be filed directly with the Washington State Department of Labor and Industries. When the contract work is under \$2,500 a combined [Statement of Intent to Pay Prevailing Wages and Affidavit of Wages Paid](#) is required. This form does not have a filing fee and can be submitted directly to the Public Works Administrative Assistant, Bethany Johnson for direct submittal to the Department of Labor and Industries.

To view the current prevailing wage rates, please visit the Department of Labor and Industries web page at <http://www.lni.wa.gov/> . Please also be sure to direct any questions, form requests, or wage rate questions to Labor and Industries also (360) 902-5335 - Olympia L&I.

[Memorandum from Mark Workman briefly describing Prevailing Wages, Contracting, and Sales Tax](#)